



Council of Academic Hospitals of Ontario

Website User Guide (Vendor)



www.sjhcs-gpo.com

Introduction to CAHO Pilot Project

The twenty five academic hospitals in Ontario, represented by the Council of Academic Hospitals of Ontario (CAHO), are excited to announce that they will be proceeding with collaborative procurement of patient handling equipment (i.e. beds, stretchers, bedside furniture, sleep surfaces, and cribs) and infusion pumps in early 2008. This represents a positive step for hospitals and suppli-

ers towards the achievement of increased efficiencies in the procurement of equipment.

The coordination of procurement activities for these items will be carried out by the CAHO Capital Procurement Cooperative (CCPC), a collaborative formed by the St. Joseph's Health System Group Purchasing Organization (SJHS-GPO), Plexxus

and Healthcare Materials Management Services (HMMS). Since HMMS, Plexxus, and SJHS-GPO also provide procurement services to other healthcare organizations, their member hospitals may also participate in CAHO collaborative RFPs in order to further streamline the procurement process.

Please Note:

Requests for Proposals (RFPs) will be posted on the SJHS-GPO's website (www.sjhcs-gpo.com) and notification will be sent to all applicable suppliers who are registered with the SJHS-GPO. Suppliers not currently registered, may register and view all RFP's and associated files at No Charge.

Getting Started

As a Vendor you will want to register for access to the St. Joseph's Health System, Capital Group website if you haven't already done so.

Registering

Go to the website www.sjhcs-gpo.com and click on the register button on the bottom of the left-hand menu. Complete the form and submit it for approval. Once your registration is approved you will receive an email with a temporary password.

Please Note: When signing in for the first time with the temporary password, we suggest using the "Copy" and "Paste" function so that you do not

need to worry about typing characters incorrectly.

Changing Your Password

Once you are logged in successfully the top right-hand corner of the webpage will say "Welcome Your Name" instead of "Sign In". Click on the "Welcome" and a drop-down menu will appear. Choose the "Change Password" option and follow the directions. When choosing your new password please remember all passwords must be a minimum of 7 characters long and must include at least 1 symbol, such as *, \$, @, !, # etc.

Forgot Your Password

If you have forgotten your password you can have the website automatically reset your password. Click on the "Sign In" at the top right hand corner and click on the "Forgot Your Password" button. The website will reset your password and a new temporary password will be sent to your email address. From there you can use the directions for "Changing Your Password."

Auto-Notification Subscription (Vendor Enhanced Package Only)

Once you are signed in, click on the

"Welcome" in the top-right hand corner of the webpage and a drop-down menu will appear. Choose the "Manage Subscription" option and select the Capital Categories for which you would like to receive email notification. (Please Note: you will need to select the main category as well as the sub-categories.)

Once you have reviewed the listing and selected the Categories, click on the "Submit" button.

Request for Proposals (RFP's)

Posted RFP's

To access a RFP that has been posted by a the CAHO Capital Procurement Cooperative (CCPC), please see below.

Step #1

Sign In to the webpage, click on

"Capital" and select "Member Posted RFP's".

Step#2

Click on the "RFP Name" you wish to view. The RFP document link is listed at the bottom of the form under "Attachments".

Note:

Once you have downloaded the information relating to a specific RFP, you will be notified by email of any amendments or notices that are posted.

CAHO Main Page

To access a copy of the complete listing of CAHO Members and the projects they are involved in, please use the following steps.

Step #1

Sign In to the webpage, click on "Vendors" and select the "CAHO" link at the top and / or left-hand side of the page.

Near the bottom of the page you will see a complete listing of all the CAHO members as well as a listing of initiatives.

Updating User Registration / Reviewing Company Profile

Updating User Registration

Should you require the need to update your User Registration information, please use the following steps.

Step #1

Sign In to the website, click on "Lists" from the left-hand menu on the "Home" page. Click on "Registrations" and click on your email address.

Step #2

Once the profile page opens click on "Edit" to make changes. When you have completed your changes be sure to click "OK". **Note: DO NOT CHANGE YOUR EMAIL ADDRESS HERE.** To update your email address, please contact our office.

Reviewing Company Profile

Members of the St. Joseph's Health

System, Capital Group frequently use the website for Vendor contact information. Therefore we encourage Vendors to maintain an updated company profile.

Step #1

Sign In to the website, click on "Lists" from the left-hand menu on the "Home" page. Click on "Capital Vendors" and click on your company

name.

Step #2

Once the profile page opens please review the information shown. If revisions are required, please forward them via email to cbester@sjhcs-gpo.com. A confirmation will be emailed to you once the revisions have been completed.

Vendor Literature (Vendor Enhanced Package Only)

Vendors that are registered for the Vendor Enhanced Package have the ability to upload product literature files and /or links to the Vendor Literature section of the St. Joseph's Health System website.

Capital members have become very familiar and comfortable in using this section of the website as a sourcing tool as well as a central repository for obtaining product specifications. Therefore we encourage Vendors to maintain a current listing of all prod-

ucts.

Keeping your company specific literature up to date will not only reduce the number of calls from end users, it will also streamline the online submission process.

Maintaining a current and updated listing of products will reduce the time required to complete an online submission, since there will be no need to include product literature that is already listed within the Vendor Lit-

erature section.

The Vendor Literature section can be accessed and updated by using the following steps.

Step #1

Sign In to the webpage, click on "Vendors", "Capital Vendors" and then the "Vendor Literature" link.

Step #2—Adding a Product

Click on "New" in the heading section and a page will open where you can fill out the product name and category. If

you are including a link you may enter from this form. If you are uploading a file you will need to click on the "Attach File" at the top of the form. **Please Note:** It is mandatory that the file size not exceed 1 megabyte (1 MB).

Step #3—Updating a Product

Once you have found the product you are looking for, click on the Model Name. A window will open where you will be able to select "Edit" from the menu bar. Make the necessary changes and click the "OK" button.

Capital Vendor Enhanced Package

Utilization of the Vendor Enhanced Package allows Vendors to promote their products to over 170 Capital Group Members across Canada. The "Capital Vendor Enhanced Package" has an annual fee of \$300.

This package includes:

- Auto-Email notification of RFP postings, including notification of any changes to a RFP
- Posting of St. Joseph's Health System—*Members' Only* Promotions
- Unlimited postings of product specific literature links/files
- Access to a current Capital Group member listing

If you would like further information or would like to register for the Vendor Enhanced Package, please contact the St. Joseph's Health System,

Group Purchasing Office.

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